

**HUMAN RESOURCES
UNIVERSITY OF CONNECTICUT
HR ASSOCIATE/ANALYST (UNIVERSITY STAFF PROFESSIONAL 1)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: University of Connecticut, Storrs, CT

Hours: 40 hrs / wk Monday – Friday 8:00 a.m. – 5:00 p.m.

Salary: Commensurate with Training & Experience

Closing Date: February 27, 2016

Position Overview: Under the general supervision of the Operations Manager, the Human Resources Associate/Analyst (USP 1) is accountable for directly providing day-to-day oversight of complex processes in the Operations Unit; assisting with the implementation, evaluation and changing of new and existing processes and programs. The HR Associate/Analyst will be responsible for the coordination and evaluation of staff training and development and assist in ensuring processes are in compliance with applicable state and federal laws and regulations and University by laws, policies and procedures. The HR Associate/Analyst should have extensive knowledge of employee benefits, employment procedures or statewide human resources processing.

General Knowledge: Bachelor's degree.

General Experience: Excellent interpersonal skills with the ability to effectively manage both internal and external customer service issues; superb verbal and written communication with an emphasis on customer service and a demonstrated ability to work effectively with a wide range of constituents in a diverse community; the proven ability to maintain highest confidentiality with sensitive personnel and organizational information.

Special Experience: Four years of progressively responsible human resources experience including; at least one year of professional experience with analyzing and implementing process improvements involving a large volume of transactions; demonstrated analytical and problem solving skills and the ability to independently evaluate and research alternatives; a demonstrated efficiency with Microsoft Office (Word, Excel and PowerPoint) and Outlook.

Special Knowledge: Extensive knowledge of employee benefits, employment procedures or statewide human resources processing; the ability to interpret and make evaluative judgments concerning statutes, contracts, collective bargaining agreements and government regulations.

Preferred Skills and Ability: Master's degree in Human Resources Management, Business Administration or closely related field and two years of professional experience in Human Resources in the areas of benefits, operations, retirement, classification/compensation, or recruitment; Experience with Microsoft OneNote and/or Visio; Experience using PeopleSoft systems such as Core-CT or similar system; experience developing and delivering training modules to employees; professional HR experience in higher education.

Eligibility Requirement: This is a full-time position. The annual salary and position level will be commensurate with training and experience. The University offers an attractive State benefit package includes a choice of medical, dental, and retirement plans, access to a tuition benefits program and professional development resources. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal

background check. All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>

Application Instructions: Please submit: a letter of interest, resume, and contact information for three professional references via UConn Jobs (<http://www.jobs.uconn.edu>), Staff Positions. Please be sure your application materials demonstrate how you meet the minimum and any preferred qualifications you may have.

UConn
Department of Human Resources
HR ASSOCIATE/ANALYST, OPERATIONS UNIT
Storrs, CT
<http://www.jobs.uconn.edu>
Search #2016362

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.